

City of Manchester, NH

Request for Proposals for Legislative Monitoring and Lobbying Services

The City of Manchester, New Hampshire (City) is seeking proposals from qualified lobbyists presently registered with the New Hampshire Secretary of State to perform the following services:

1. Monitoring Legislative Service Request (LSR) numbers for legislation that may affect the City and notify the Mayor of the City of Manchester (Mayor) of the same.
2. Monitoring initial bills as they are filed to identify legislation that may affect the City and notify the Mayor of the same.
3. Monitoring all legislation that has been identified by the Mayor as being of interest to the City and notify the Mayor of any amendments to proposed legislation as well as notifying the Mayor of any hearing dates on the proposed legislation.
4. Suggesting amendments to proposed legislation so that it better serves the City's interests.
5. Testifying on behalf of the City at hearings on proposed legislation.
6. Advising the Mayor as to when City officers and/or employees should testify for or against proposed legislation as well as coordinating with the Mayor the testimony of City officers or employees where appropriate.
7. Advising the Mayor as to strategy to best accomplish the passage or defeat of proposed legislation as appropriate.
8. Coordinate City strategy on proposed legislation with all legislators elected from a district within the City as well as being available to meet with said legislators to discuss strategy and action on proposed legislation.
9. When legislation is to be submitted on behalf of the City in addition to the above duties the lobbyist shall assist in identifying appropriate sponsors for the proposed legislation and assist in drafting the proposed legislation.

Basis of Proposals

1. All proposals must be submitted on the basis of the foregoing list of services.
2. All proposals must be submitted on the basis of providing services for the remainder of the 2004 legislative session.
3. All proposals must include a separate proposal for providing services for the entire 2005 legislative session.
4. All proposals shall be a lump sum submitted on the form attached hereto. The City may elect to pay the bid in installments set in the Cities discretion.
5. All proposals shall include a curriculum vitae for all persons who will be providing services to the City, which shall, at minimum provide: a detailed listing of that person's experience in providing lobbying services; the number of years they have been registered as a lobbyist with the New Hampshire Secretary of State; a list of the other New Hampshire municipalities to which they provided lobbying services as well as a contact person within each municipality; and a list of references.

6. All proposals must include a list of all entities to which the lobbyist provides lobbying services.
7. All proposals must be submitted on the basis of the bidder having a presence within the New Hampshire State House and/or New Hampshire Legislative Office Building while the legislature is in session.

Rejection of Proposals

The City reserves the right to reject any and all proposals, with or without cause and reserves the right to waive any technical or formal defect.

The City may elect to contract for lobbying services for the remainder of the 2004 legislative session and/or the entire 2005 legislative session and may contract for lobbying services from the same or different lobbyist for each legislative session.

Basis of Award

Any contract will be awarded on the basis of:

1. The qualifications of the lobbyist and the lobbyist's personnel including:
 - A. The number of years the lobbyist and his personnel have been registered with the New Hampshire Secretary of State.
 - B. The number of years that the lobbyist and his personnel have been performing lobbying services, similar to those listed in the request for proposals, within the State of New Hampshire.
 - C. The lobbyist's experience and success in providing lobbying services, similar to those listed in the request for proposals, for New Hampshire municipalities.
2. Whether the lobbyist provides lobbying services to other entities whose interests may conflict with the interests of the City of Manchester.
3. The price of the proposal.

Submission of Proposals

1. All proposals must be received at:
Office of the City Solicitor
One City Hall Plaza
Manchester, New Hampshire 03101
by 5:00 PM Eastern Time on February 27, 2004. Any bid received after the foregoing date and time will not be considered or opened.
2. All proposals shall be submitted in a sealed envelope and the envelope shall be marked "Bid for Legislative Monitoring and Lobbying Services".

Proposal

For providing legislative monitoring and lobbying services as specified in the Request for Proposals for Legislative Monitoring and Lobbying Services for the remainder of the 2004 Legislative session.....\$ _____

For providing legislative monitoring and lobbying services as specified in the Request for Proposals for Legislative Monitoring and Lobbying Services for the entire 2005 Legislative session.....\$ _____